

Provider Reconciliation Training Document



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When to Submit Your Reconciliation

Email Notification

Bright from the Start will send you an email reminder approximately 2 weeks prior to the reconciliation due date. However, please begin reconciliation entry as soon as you are notified of its availability, and submit once completed, prior to your submission deadline.

Entering your Reconciliation ONLINE

DO NOT USE \$ SIGNS OR (,) COMMAS.

How to Complete the Reconciliation Report

The reconciliation form lists the total amount received in Pre-K funds and the amounts paid out by spending category. Only one reconciliation form is submitted per company. Providers with more than one site will combine the information and submit one form. To begin entering your reconciliation, log onto PANDA using your login ID and password. After you are logged in click the **Recon Form** button listed among the icons on the left side of the screen.

Read Me Files and Online Forms

Before you can begin entering reconciliation data you must first open, read, and acknowledge each of the Read Me Files listed **except** 'Payment History Report'. To complete this section of the process:

1. Click on the **'Recon Memo for Private Providers'** button. A separate window will open displaying the document. After reading the document, you will then acknowledge that you read it by scrolling back to the top of the page and clicking the **'Agree'** button. After acknowledging the document the window will close automatically and return to the original screen.
2. Click the **'Recon Instructions'** button. A separate window will open displaying the document. After reading the document, you will then acknowledge that you read it by scrolling back to the top of the page and clicking the **'Agree'** button. After acknowledging the document the window will close automatically and return to the original screen.

Nonprofit organizations will have an additional Read Me File, **'Recon Financial Report Notice Letter'**, to acknowledge. If your organization is listed with Bright from the Start as a nonprofit organization you will acknowledge this file using the same steps needed to acknowledge the previous files.

Once the Read Me Files have been acknowledged, a checkmark will appear in the boxes located to the right of each file. Now PANDA will display an additional button to the right of the Read Me Files button, located near the top of the page. Click the **'Online Forms'** button then click the **'Recon Report'** button. Finally click the **'Edit'** button to begin entering your recon figures.

Start-Up

Start-Up funds are paid under its own contract and given to providers to purchase needed supplies and materials to properly equip a new Pre-K classroom. Start-Up funds are paid as a lump sum.

1. In the **Total Start-Up Payments** field, enter amount received for start-up purchases of supplies and materials.
2. In the **Total Start-Up Purchases** field, enter amount expended for start-up purchases of supplies and materials.
3. The **Start-Up Balance** field displays the amount received in excess of total expenditures. Overpayment amount should be returned with the reconciliation by its due date to Bright from the Start at the following address:

BRIGHT FROM THE START:
Georgia Department of Early Care and Learning
Attn: Tanya R. Astin
10 Park Place South, Suite 200
Atlanta, Georgia 30303

Pre-K Contract and Roster Payments Reconciliation

4. In the **Instructional Supplies and Materials** field enter the total amount expended for supplies and materials. Do not include Start-Up expenses. This total should be at least \$1,200 per classroom, including Start-Up classrooms, if applicable.
5. In the **Instructional Other** field enter the total amount expended for other instructional expenses not included in the Instructional Supplies and Materials field. Instructional Other expenses can include field trips, music, dance instruction, character education, storyteller, etc. E
6. In the **Stationary Playground Equipment** field, enter amount expended for playground equipment and cycle tracks. Attach a copy of your consultant's prior authorization for these expenses to the reconciliation form. Do not include expenditures for mulch or tricycles.
7. In the **Computers** field, enter the total amount expended for computer equipment. To include these expenditures, your consultant's prior authorization should have been obtained.
8. In the **Food** field, enter the total amount expended for food used for the Pre-K program. This cost should be net of reimbursements and/or revenue collected.
9. In the **Lead Teacher Salary** field, enter the total **GROSS** amount expended for lead teacher salaries.
10. In the **Lead Teacher Benefits** field, enter the total amount expended for lead teacher benefits and fringe benefits (employer portion of taxes should be included here).
11. In the **Sub-Lead Teacher Salary** field, enter the total **GROSS** amount expended for substitutes for lead teachers.

12. In the **Assistant Teacher Salary** field, enter the total **GROSS** amount expended for assistant teacher salaries.
13. In the **Assistant Teacher Benefits** field, enter the total amount expended for assistant teacher benefits and fringe benefits (employer portion of taxes should be included here).
14. In the **Other Employees** field, enter amount enter the total **GROSS** amount expended for other employees associated with the Pre-K program (e.g., cooks, substitute teachers).
15. In the **Other Non-Instructional Costs** field, enter the total amount expended for direct costs (e.g., rent, utilities, playground mulch, uniforms, medical costs, etc.) associated with the Pre-K program that is not included in the above categories.
16. In the **Total Direct Costs** field, enter the sum of lines 4-15.

Administrative Costs

17. In the **Director Salary** field, enter the total **GROSS** amount expended from Pre-K dollars for Director salary and benefits.
18. In the **Office Supplies** field, enter the total amount expended for supplies used for the administration of the Pre-K program.
19. In the **Bookkeeping/Clerical** field, enter the total amount expended for services associated with record keeping (e.g., accounting).
20. In the **Royalties** field, enter the total amount expended for royalties.
21. In the **Total Administrative Costs** field, enter the sum of lines 17-21. This amount must not exceed six percent (6%) of Pre-K contract and roster payments. (Do **not** include Start-Up payments in this calculation)

Totals

22. In the **Total Pre-K contract payments** field, enter sum of monthly deposits from Bright from the Start for the 2006-2007 operating year. Do not include payments for start-up purchases of supplies and materials.
23. In the **Total expenditures** field, enter the sum of lines 16, and 21.
24. In the **Balance** field, enter the difference between line 22 and 23.
25. If line 22 is greater than line 23, enter the difference on line 25. This remaining balance should be remitted to Bright from the Start along with the reconciliation package. If line 23 is greater than line 22, enter a zero (0) on line 24.
26. In the **Amount Due** field, enter the total amount due to Bright from the Start. Send payment along with reconciliation, by its due date.

Resource Coordination Services (RC) Costs

If the provider is an RC grant recipient, click the RC Grant button and then complete data entry in the following fields. When you are finished, click the Save button to close the RC grant form and return to the Pre-K reconciliation report form.

1. In the **RC Salary** field, enter the total **GROSS** amount expended for resource coordinator salaries.
2. In the **RC Benefits** field, enter the total amount expended for resource coordinator benefits and fringe benefits (employer portion of taxes should be included here).
3. In the **Office Supplies for RC Services** field, enter the total amount expended for supplies associated with RC services.
4. In the **RC Events/Family Coordination Seminars** field, enter the total amount expended for events associated with resource coordination (e.g., parent workshops, training sessions, job fairs, and crisis intervention for parents of at risk children).
5. In the **RC Administrative Costs: Bookkeeping and administrative support associated with RC** field enter the total amount expended for bookkeeping and RC administrative support. This value must not exceed six percent (6%) of RC grant.
6. In the **Other** field, enter the total amounts expended for RC services, which do not fall into other RC categories. (Allocation of rent, utilities, telephone, etc.)
7. In the **Total RC Services** field, enter the sum of lines 1-6.
8. In the **Balance** field, enter the difference between Total RC payments and line 7.
9. In the **Amount Due** field, enter the total amount due to Bright from the Start. Send payment along with reconciliation, by its due date.

NOTE: Line 6 should not be more than six (6%) percent of the RC grant payments.

Saving and Submitting the Original Reconciliation Report

If you do not complete the process and must stop entering your information for some reason, click the **'Save'** button at the top of the page. The **'Save'** option will only save the information entered thus far. It WILL NOT submit your recon package. Once you are ready to complete your package:

1. Log back on to PANDA using your user ID and password.
2. Click on the **'Recon'** button on the list of options on the left side of the screen.
3. Click the **'Online Forms'** button at the top of the screen.
4. Go to the **'Recon Report'** by clicking on that icon to view the incomplete package.
5. Then finally click the **'Edit'** button to complete your original recon report.

To submit the reconciliation report, click the **Submit** button. Clicking the **'Submit'** button submits your recon package to Bright from the Start and automatically saves the package onto the PANDA system.

NOTICE: Once you click the 'Submit' button no further changes can be made to the recon package. You will only be able to view the information. All changes must be made through the submission of an amended package.

Submitting Amendments to the Reconciliation Report

Because the system automatically saves the original recon report after submission, submitting amendments are identical to submitting the original recon packet. Once you are ready to submit an amendment:

1. Log onto PANDA using your user ID and password.
2. Click on the **'Recon'** button on the list of options on the left side of the screen.
3. Click the **'Online Forms'** button at the top of the screen.
4. Go to the **'Recon Report'** by clicking on that icon to view the incomplete package.
5. Then finally click the **'Edit'** button to complete your original recon report.

Once you click the **'Edit'** button, look at the Package Version located under your company's information. It will display **'Amendment 1'**. Now you can begin entering any changes that are required.

The save and submit instructions are also applicable to amended recon packages. To save or submit an amended recon package, follow the instructions located in the 'Saving and Submitting the Original Reconciliation Report' section of the instructions. Once an amendment is submitted to Bright from the Start it cannot be revised. Any adjustments that are necessary must be completed through the submission of an additional amendment.

Managing PANDA User Accounts

PANDA Provider User Roles

Each PANDA user is assigned a user role. User roles control the data that users can view and the tasks that users can perform. Users can also be assigned multiple roles, but this should be done with caution.

There are four provider user roles:

- Each provider is initially assigned one account with the **Provider Management** (ProviderMgmt) role. This user is the main person associated with your company and its sites. This person can log into PANDA and perform all tasks that providers are authorized to perform.
- The user assigned the **Provider Management** (ProviderMgmt) role can set up PANDA accounts for provider employees to allow them to perform limited tasks. Users assigned the **Provider Application Maintenance** (ProvAppMtn) role can enter application data and view the status of the provider's application. They cannot add other users or edit your Company Profile. Users assigned the **Provider Roster** (ProvRoster) role can enter roster data. Users assigned the **Provider Finance** (ProvFinance) role can view and print payment advices, as well as complete and submit reconciliation reports.

Adding New Provider-Level Users

Providers can set up additional users. These users will be able to work with your company data in the **ProviderMgmt**, **ProvAppMtn**, **ProvRoster**, or **ProvFinance** role.

1. From the main menu select **System Administration**. The **User Search** screen displays.
2. Click the **Add** button. The **Add User** screen displays.

3. Enter the new user's first and last names.
4. In the **Login ID** field, enter the name that the user will use to log into PANDA.
5. In the **Email** field, enter the new user's email address.
6. Click the **ProvAppMtn**, **ProviderMgmt**, **ProvRoster**, or **ProvFinance** role.
7. To add the new user, click the **Save** button. PANDA displays a message that states that the user was saved. The user can now log into PANDA (using *initpass* as their initial password) and perform the tasks permitted by their user role.

PANDA PILOT

System Admin / User Mgmt / User

Add User

Buttons: Action, Cancel, Reset Password, Return to User Mgmt

User Details

First Name: Last Name:

Login ID: Email:

Select Roles: ☒ ProvAppMtn ☐ ProvFinance ☐ ProviderMgmt ☐ ProvRoster

User not saved..

Save

8. Click the **Return to User Mgmt** button. The **User Search** screen displays.
9. Click the **Search** button. PANDA lists the new user in the search results.

PANDA PILOT

System Admin / User Mgmt

User Management

Buttons: Add

To search for a user enter your search criteria and then click the Search button.

First Name: Last Name:

Login ID: Role:

Email: Status:

Search

3 user records met the current search criteria.

Select	Last Name	First Name	Login ID	Role	Email	Comments
<input type="checkbox"/>	John	Ato	AtoJohn	ProviderMgmt	john@sampleaddress.com	Woodstock Children's Education Associate
<input type="checkbox"/>	John	Lewis	LLewis	ProvFinance	john@sampleaddress.com	Woodstock Children's Education Associate
<input type="checkbox"/>	Smith	Terri	TSmith2	ProvAppMtn	tsmith@sampleaddress.com	Woodstock Children's Education Associate

Editing User Accounts

1. To edit a user account, click the yellow **Select** button next to the user's last name on the **User Search** screen. The **User Details** screen displays in view-only mode.



2. You can perform the following tasks:
 - To terminate the user's access to PANDA, click the **Inactive** button.
 - To activate an inactive user, click the **Active** button.
 - To reset the user's password to the default initial password, click the **Reset Password** button. PANDA will prompt the user to select a new password at the next login.
 - To change the user's name, login ID, email address, or role, click the **Edit** button, make your changes, and then click the **Save** button. PANDA updates the user information.